PHILIP MORRIS U.S.A.

INTEROFFICE CORRESPONDENCE

Richmond, Virginia

To: **Distribution** **Date:** June 12, 1997

From: **R. Lipps**

Subject: **LIMS Team Meeting Minutes for 6/12/97**

Attendees: C. Ament, E. Carmines, S. Laffoon, D. Lisbon, F. Logan, R. Lipps, J. Sampson, J. Wickham

Business Conducted:

- A report was given on the M. Goffman references. The responses were favorable and a memo was issued to the group detailing their comments. A summary of the references' comments will be added to the justification memo traveling with the purchase requisition.
- The importance and content of team measures was visited. Milestone monitoring and recommendation relevance verses objectives were identified as the most important measures for the team. It was also suggested that the team write recommended measures for the follow-up implementation team.. The creation of a document for checking measures was deferred until a later date.
- A decision was made to distribute a memo to R&D managers of R&D labs for identification of JAD participants and laboratories. The memo includes a request for corrections to the lab list as collected by the team, the identification of labs to be toured, the identification of staff for JAD session participation, and an offer to have a presentation given to the division about the LIMS project.

Where do LIM system stop

Customer vs. LAB needs are very important.

Action Items:

- J. Sampson will add Goffman reference summary to the justification memo. He will also distribute the JAD memo to R&D lab management.
- E. Carmines will obtain a copy of Goffman's standard contract for distribution at the next meeting. The team will subsequently review and modify that contract for PM legal review.
- R. Lipps will update the content of the Cox presentation for divisional presentations.

Next Week's Agenda:

- Review action items
- Review items needed prior to first Goffman visit
  - Review of information systems currently in place
  - Corporate standards with which the systems must comply
  - Vision of the future laboratory environment
- Review content of the divisional presentation
- Process check
- Plan next agenda

? Customer Driven System

(*) map out schedule for Goffman's first visit.

(*)

Distribution:

Ament, C.	Koller, K.	Logan, F.
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Good, B.	Lisbon, D.	Wickham, J.

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